

UNIVERSITY OF PORT HARCOURT
WORLD BANK AFRICAN CENTER OF EXCELLENCE IN OILFIELD CHEMICALS RESEARCH (CEFOR)

MINUTES OF THE 4TH STEERING COMMITTEE MEETING HELD ON MONDAY, AUGUST 17, 2015, AT THE GABOLDE & DELON CONFERENCE ROOM, IPS PARK.

MEMBERSHIP

A. PRESENT.

1. Prof. Bene Willie Abbey – Vice Chairman
2. Prof. Ogbonna Joel – Centre Leader
3. Prof. Onyewuchi Akaranta – Deputy Centre Leader
4. Dr. Felicia Ayuwo – Finance Officer/Project Accountant
5. Dr. Ibisime Etela - Procurement Officer
6. Mr. Edwin Harcourt – Internal Auditor
7. Mr. Uduma Ikpa – Monitoring & Evaluation Officer/Secretary

B. ABSENT (with apology)

1. Prof. N. E. S. Lale – Chairman

C. IN ATTENDANCE

1. Mrs. Benedicta Omeni – Admin. Officer, CEFOR

D. AGENDA

1. Opening Prayer
2. Opening Remarks
3. (a) Reading and adoption of Previous Minutes
(b) Matters Arising
4. Updates from the World Bank
5. Budget Review/Implementation
6. AOB
7. Closing

	Opening	1. The Meeting began by 1.30 P.M. with the Vice Chairman, Prof. Abbey presiding.	
		2. The Vice Chairman welcomed members to the meeting. The opening prayer was said by Dr. Etela	
	Adoption of the Agenda	A motion for the adoption of the agenda for the meeting was adopted by Dr. Etela & supported by Mr. Harcourt.	
	Opening Remarks	In her opening remarks, Prof. Abbey commended the Centre Leader, Prof. O. F. Joel & his team for the new ACE file jacket stating that it was a prominent move in the desired direction of branding the center. She expressed the hope that other areas concerned with branding the centre would also be addressed, especially the proposed ACE sign post to be situated at the East West road. She also commended the steady progress of activities of the centre's programmes and thanked every member of the steering committee for their commitment to the success of the centre.	
	Correction of Minutes of previous Meeting.	The Minutes of the April 17, 2015 meeting were considered and adopted as the correct proceedings on a motion by Dr. Ayuwo and supported by Prof. Akaranta after the following corrections: <i>i. Page 3: C1: 1: iv "Fund Flows" to read "Fund Flow"</i> <i>ii. Page 4: 9: "Projected Red Flags" to read "Project Red Flags"</i>	
	ITEM	DISCUSSION/ACTION PLAN	ACTION PARTY
	MATTERS ARISING		
A.	Updates from the World Bank	<ol style="list-style-type: none"> The Centre Leader, Prof. Joel, informed the committee officially that the World Bank had finally disbursed the first tranche of funding totaling N1.4 billion which was shared equally amongst the 10 Nigerian Universities involved in the ACE project. He thanked members of the steering committee for their dedication and support, especially, in the time leading up to the disbursement of the first 10% by the World Bank when there were little or no funds to run the Centre. He stated that, the ACE project is an opportunity to make a difference in the University of Port Harcourt. He also informed the Committee that 21 papers from Ph.D. students of the Centre were accepted and presented at the 39th Nigerian Annual International Conference and Exhibition (NAICE), which held from August 4 - 6, 2015 at the Eko Hotel & Suites, Lagos. NAICE is organized by the Society of Petroleum Engineers (SPE). He promised that the ACE signpost would be mounted in the next few weeks. The committee agreed that the write up on the signpost would be: 	Centre Leader

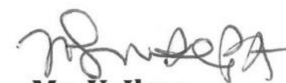
**WORLD BANK AFRICA CENTRE OF EXCELLENCE
CENTER FOR OILFIELD CHEMICALS RESEARCH (CEFOR)**

		<p style="text-align: center;">INSTITUTE OF PETROLEUM STUDIES UNIVERSITY OF PORT HARCOURT EAST WEST ROAD, CHOBA, P.M.B. 2, UNIPORT POST OFFICE, PORT HARCOURT NIGERIA WWW.ACEUNIPORT.ORG</p> <p>3. Prof. Joel also reported that Addax Petroleum Nigeria has promised to sponsor the research projects of 6 students of the Centre. He also announced an Addax Petroleum Nigeria research grant of \$500,000 given to the Institute of Petroleum Studies (IPS). IPS is yet to receive the money.</p> <p>4. He reported that the 3rd ACE Workshop which took place in Banjul, Gambia from May 12 to 14, 2015 was successful.</p>	
B.	Budget Review/ Implementation	The committee agreed that the Centre Leader, Accountant, Procurement and Monitoring & Evaluation officers should review the budget and implementation plan of the centre.	Centre Leader Project Accountant Procurement Officer M & E Officer
C.	ANY OTHER BUSINESS		
C1.	Change of Signatories to CEFOR's Accounts	<p>The Centre Accountant, Dr. Ayuwo, informed the committee that the former Vice Chancellor and chairman of the Steering Committee, Prof. J. A. Ajienka's signature had been successfully replaced with the new Vice Chancellor and Chairman of the Steering Committee, Prof. N.E.S. Lale's signature. She also outlined the two categories of signatories as shown below;</p> <p style="text-align: center;">Main: Center Leader (A) & Project Accountant (B) Alternative: Vice Chancellor (A) & University Bursar (B)</p>	Project Accountant
C2.	Meeting with the new Vice Chancellor	<p>The committee agreed to meet with the new Vice Chancellor, Prof. N.E.S Lale to formally brief him on CEFOR. To this end, the Centre Leader would prepare a presentation which the steering committee will see before it is presented to the VC.</p> <ul style="list-style-type: none"> • A tentative date of Monday, August, 24, 2015 was scheduled for the meeting. The Vice Chairman, Prof. Abbey, to schedule the appointment with the VC. • The presentation to be reviewed on Friday, August 21, 2015. 	All members of the Steering Committee
C3.	Appointment of a Communication	It was reported that at the World Bank workshop of August 3 – 4, 2015, which took place in Abuja, all Centres of Excellence were asked to appoint a communication	Procurement Officer M & E Officer

	Officer	officer. The committee agreed that Mrs. Benedicta Omeni, an administrative officer should become the communication officer of the centre with support from the M & E and Procurement Officers.	Communication Officer
C4.	Report Writing	The need for reports to be written after conferences, workshops etc, was emphasized. Such reports would help to guide steering committee meetings.	All Steering Committee Members
C5.	Monthly Steering Committee Meetings	The Committee agreed to meet every 3 rd Wednesday of each month at 1.00pm. All steering committee members were urged to study the Centre's Implementation Plan with respect to their areas of specialization as they would be expected to present updates at the monthly steering committee meeting	All Steering Committee Members
C6.	Regional Centre of Excellence, Port Harcourt	The committee was informed that the United Nations University – Institute of Advanced Studies for Sustainability (UNU-IAS) Tokyo, Japan, has approved the Regional Centre of Expertise, Greater Port Harcourt (RCE Port Harcourt), with the secretariat to be situated in the University of Port Harcourt.	Deputy Centre Leader
C7.	Laptops/Projectors, Internet Access, Accounting Software & Vehicle for Centre Leader	The steering committee agreed to purchase the following items: i. Laptops and internet modems for all members. ii. Accounting software for the centre. iii. 3 Projectors for the Department of Petroleum Engineering, UniPort iv. A utility vehicle for the Centre Leader	Procurement Officer Project Accountant Internal Auditor M & E Officer
D.	Closing	1. In the absence of any other business and on a motion for adjournment by Mr. Harcourt and supported by Dr. Ayuwo, the meeting came to an end by 3. 25 P.M. 2. The closing prayer was said by Prof. Akaranta	



Prof. N. E. S. Lale
Chairman



Mr. U. Ikpa
Secretary